

CINCINNATI AND HAMILTON COUNTY PUBLIC LIBRARY

Fiscal (Finance) Specialist

Date Posted: 10/25/2022

The Cincinnati and Hamilton County Public Library seeks a Fiscal (Finance) Specialist to support one of the busiest and best libraries in the country. This position offers a community-minded, diverse and inclusive work environment; competitive compensation, negotiable from \$17.85 – \$21.42/hour, based on experience; as well as generous paid time off including PTO, Sick Leave (accrued at 120 hours/year), and 9 paid Holidays. In addition, the Library offers a robust benefits package including medical; dental; employer-paid life and telehealth; vision; short-term disability; participation in the Ohio Public Employee Retirement System, and a host of additional voluntary benefits.

POSITION SUMMARY: Responsible for the processing of accounts payable (including receiving, coding, routing, vouching, and distributing payment and resolving invoice issues), processing and paying book invoice file from ILS interface, collecting money from coin operating devices at main, maintaining the capital asset database (including assigning tags for new items, updating information in the database and performing inventory audits), maintaining the central supply warehouse (including receiving in new items, filling orders, reordering of supplies, organization of the warehouse, and performing inventory counts) and serving as the back-up for the Fiscal Assistant.

DUTIES:

- Verifies invoice amounts against purchase orders
- Codes invoices and routes to appropriate department
- Vouches all invoice information into accounting software
- Generates and mails accounts payables checks and/or electronic fund transfers
- Investigates and resolves invoice issues and outstanding checks
- Maintains capital asset inventory database
- Distributes tags for new inventory items
- Schedules and oversees capital asset inventory counts on an as needed basis.
- Assists in the compilation of capital assets for the ACFR Processes book file from ILS interface and runs book checks.
- Collects all money from the coin-operating pay for print and self-check devices at Main
- Performs analytical reviews of utility invoices and other items as needed
- Unloads supplies delivered by vendors. Stocks and organizes central supply inventory
- Creates supply inventory records and maintains central supply database and catalog
- Initiates new supply orders
- Receives supply requests and arranges delivery of supplies
- Completes supply inventory counts as needed

- Other duties as assigned

QUALIFICATIONS:

- Must be able to perform basic math skills, addition, subtraction, multiplication, and division, etc.
- Keyboarding skills with the ability to operate office equipment including information management tools (Windows applications, database, etc.)
- Ability to work independently
- Ability to follow procedures consistently and pay close attention to detail
- Must demonstrate the skills and abilities to interact with the public, staff, and management in a respectful and professional manner that reflects the Library's values.
- Ability to drive library vehicle
- Must be able to read, write, speak, and understand the English language
- Regular and reliable attendance is a requirement of this position

Position Type

Full-Time

EDUCATION

- High School diploma or equivalent
- 2-4 years of related accounts payable/receivable experience

HOURS

40 hours per week

SALARY:

Grade 5: \$17.85 - \$21.42 per hour, negotiable based on experience

DEADLINE

Friday, November 4, 2022 at 5pm

Interested candidates should submit their resume and internal application to:

<https://chpl.org/about/working-at-the-library/>

Equal Employment Opportunity Employer